

# GET READY FOR SUMMER COPYING!

Now you can submit your order to Copy-Plus and get it delivered before the first day of school

Copy-Plus is the instructional materials printing service exclusively for teachers.

## COPY-PLUS SERVICES INCLUDE

- Portrait or landscape, double-sided printing on 8.5 x 11 paper, 3-hole drilled and stapled in sets
- Duplication in either black and white or color for graphics.
- Specialty binding of student workbooks—up to 70 sheets (or 140 double-sided pages)
- Instructional packet mailings to student homes. See instructions on the [Copy-Plus website](#) under *Using Copy-Plus*.



*Jimmy Luong, Customer Service Specialist*

Services are limited to materials for classroom instruction and homework only. All costs associated with Copy-Plus are funded centrally. So, there is no cost to your school!

**WE RECOGNIZE** that there are times when color graphics are required to communicate instructional messages efficiently. At Copy-Plus we call that **instructional color**.



## 2 WAYS TO SUBMIT YOUR ORDER

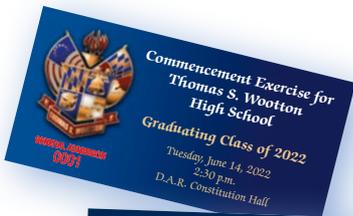


1. **EITHER** Use the online email ordering system using this [Google form](#) or this QR code
2. **OR** Place your printed originals in the large orange envelopes available in every school office

## IF YOU WANT CUSTOM PRINTING

The MCPS Print Shop produces custom printing for schools—from business cards to banners.

The Print Shop offers graphic design support as well as printing, at below-market rates. For more information about custom printing for schools, contact [Scott\\_Scates@mcpsmd.org](mailto:Scott_Scates@mcpsmd.org).



**FOR MORE INFORMATION Email** [EGPS@mcpsmd.org](mailto:EGPS@mcpsmd.org)



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